OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA

REVISED GUIDELINES FOR THE PREPARATION OF BAR CODED DOCUMENTS

With the exception of bankruptcy petitions, adversary complaints, proofs of claim and court forms, documents submitted for filing by law firms and trustees' offices authorized to use a Clerk's Office Attorney Service Counter shall include bar codes prepared as follows:

1.   Bar Code Specifications

   a.   A number of symbologies, or bar code alphabets, may be used to produce bar codes. The Clerk's Office requests that you use code 3 of 9 (Code 39) bar codes.

   b.   You may use either a stand alone, menu driven program or a bar code font program to produce bar codes. Menu driven programs allow the user to design and print bar code labels. Bar code font programs allow printing of bar codes within other MacIntosh and Windows programs (i.e. Word Perfect, MS Word, Lotus, Page Maker, etc.).

   c.   Whether you use a menu driven program or a bar code font program to print bar codes on your documents, you must leave a 1/4 inch white space, or 'quiet zone,' to the left and the right of each bar code. **No text or graphics should appear in these areas.**

   d.   Almost all bar codes must have a start and a stop character. These characters are not part of the data; they do, however, permit bar codes to be read from both left to right and right to left. In code 3 of 9 (Code 39) bar codes, the * (asterisk) is used as the start/stop character.

   e.   To permit verification of bar coded information, human readable symbols representing the bar coded information should be printed directly beneath each bar code.

   f.   Position bar codes and human readable information, one above the other, in the lower right-hand corner of the first page of the document at least 1/4 inch away from the right and bottom edges of the page (see attached sample document).

   g.   To ensure clean, crisp output, use a laser printer to print bar codes.

h. Print bar codes and human readable information directly onto the document page or directly onto an adhesive label that will be affixed to the document page.

i. Avoid the use of tape to affix bar codes to a page. Tape may interfere with the scanners ability to detect the bar code.

j. Avoid the use of photocopied bar code pages in original documents. Photocopies frequently show speckles that can interfere with bar code detection.

2. Bar Coded Information

Documents on which bar codes are required shall contain the following bar coded information:

a. *Bankruptcy Case Number*

On documents submitted for filing in *bankruptcy cases <u>and</u> adversary proceedings*, a bar code containing the <u>*bankruptcy case number*</u> shall be placed in the lower right hand corner of the first page of the document. Bankruptcy case number bar codes shall commence with a start character (*), followed by the year in four-digit format, a hyphen, the five-digit case sequence number, and a stop character (*). For example, the bankruptcy case number bar code included on documents submitted for filing in bankruptcy case number 99-23456-C-11 should include the characters *1999-23456*; likewise, the bankruptcy case number bar code included on documents submitted for filing in an *adversary proceeding* arising in or related to bankruptcy case number 99-23456-C-11 should include the characters *1999-23456*, *not* the adversary proceeding number. DO NOT INCLUDE THE JUDICIAL DEPARTMENT (A, B, or C) OR THE CHAPTER (7, 9, 11, 12, or 13) IN THE BANKRUPTCY CASE NUMBER BAR CODE.

NOTE: Documents submitted for filing in adversary proceedings shall include the adversary proceeding caption and adversary proceeding number. The bankruptcy case number printed to the right of the bankruptcy case caption shall indicate the year in **two-digit format**. On documents submitted for filing in Sacramento and Fresno division cases, the bankruptcy case number to the right of the caption shall also include the judicial department to which the case is assigned (A, B, or C) and the chapter of the case (7, 9, 11, 12, or 13). On

documents submitted for filing in Modesto Division cases, the bankruptcy case number to the right of the caption shall include the case chapter (7, 9, 11, 12, or 13).

Human readable symbols representing all keystrokes in the bankruptcy case number bar code, including the start/stop characters, should be printed beneath it.

Position the bankruptcy case number bar code and human readable information above any other required bar codes, in the lower right-hand corner on the first page of the document (see attached sample document).

Remember: Bankruptcy case number bar codes on *all* documents, including those submitted for filing in adversary proceedings, shall include a start character, the four-digit year, a hyphen, the five-digit *bankruptcy* case sequence number, and a stop character ONLY, .

b.   *Number of Total Pages*

A bar code containing the total number of pages included in the document shall be placed in the lower right hand corner of the first page of the document, directly below the human readable information for the bankruptcy case number bar code (see attached sample document).

In addition to start/stop characters, number of total pages bar codes shall contain an upper-case letter P and digits(s) indicating total number of pages included in the document. For example, the total pages bar code for a twenty page document would read *P20*. **DO NOT PUT A SPACE BETWEEN THE P AND THE DIGIT(S) IN THE NUMBER OF TOTAL PAGES BAR CODE !**

According to item 3(c) of Guidelines For the Preparation of Documents, EDC 2-901 (New 11/5/99), the total number of pages shall be noted in the upper left-hand corner of the first page of the document. The number of pages noted in the upper left-hand corner pursuant to item 3(c) should be the same as the number contained in the number of total pages bar code.

Human readable start/stop characters, a human readable upper-case letter P, and human readable digit(s) indicating the total number of pages in the document shall be printed beneath the number of total pages bar code, at least 1/4 inch away from the bottom edge of the page.

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5   UNITED STATES BANKRUPTCY COURT

6   EASTERN DISTRICT OF CALIFORNIA

7   SACRAMENTO DIVISION

8

9 IN RE:)   Case No.: 99-88888-A-7
)   Chapter 7
10   JANE DOE,   )   Motion Control No. JHS-1
)
11   )   Date: August 18, 1999
                     DEBTOR   )   Time: 2:00 p.m.
12   )   Place: Courtroom 27, Dept A
                                             501 I St., 7th Floor
13   Sacramento, CA 95814

14   DEBTOR JANE DOE'S RESPONSE TO CREDITOR XYX CORPORATION'S
        JULY 20, 1999 MOTION FOR RELIEF FROM THE AUTOMATIC STAY
15   COMBINED WITH PROOF OF SERVICE THEREOF

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17 response to motion text of response to motion Text of response to

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